

Retention and Classification Report

Agency: Department of Public Safety. State Bureau of Investigations (586)

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AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84413

3

TITLE: Car report and miscellaneous records

DATES: 1979-

ARRANGEMENT: Alphanumerical by vehicle number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are required by the State to document financial expenditures on the vehicles maintained by the bureau. This information includes vehicle number, month and year, types of expenses for the month, agent's name and call number and the vehicle mileage.

RETENTION:

Retain until car is sold or ownership of vehicle is transferred.

DISPOSITION:

Transfer file to Public Safety Fleet Services..

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until car is sold or ownership of vehicle is transferred and then transfer the file to Public Safety Fleet Services.

APPRAISAL:

Administrative Fiscal

The original records are maintained in the Fleet Services, Division of Public Safety and have also been scheduled there. This retention is based on administrative need.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84413

TITLE: Car report and miscellaneous records

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84408

3

TITLE: Confidential informants case files

DATES: 1979-

ARRANGEMENT: Numerical by informant number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are used to document the use of confidential informants by the bureau. This file includes a data sheet on the individual, criminal history, expense sheet of payments and a photograph. Could also contain any other documentation relative to reliability of the informant.

Each agent maintains a file on CI's that they use with information regarding those individuals. These files are maintained in addition to the master file and should have some of the information merged with the master file when the agent's use of the informant ends.

RETENTION:

Retain 75 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until informant is no longer used and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 75 years and then destroy.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84408

TITLE: Confidential informants case files

(continued)

Microfilm duplicate: Retain in Office for 75 years after informant file opened and then destroy.

Computer data files: Retain in Office for 75 years after informant file opened and then delete.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected Release of information could jeopardize the life of the informant and destroy efforts by the state to discover illegal drug and alcohol activities.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84406

3

TITLE: Daily activity reports

DATES: 1977-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These reports are used to monitor the daily activities of agents and personnel of the office and are used to aid in the preparation of the time sheets. They include information on the daily activities and contacts made by Bureau personnel, name, area working in, and all activities of the day.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

The retention is based on the office need.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84406

TITLE: Daily activity reports

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84412

3

TITLE: Expenses for undercover operations files

DATES: 1987-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records monitor the use of investigative funds by agents of the bureau and document any money spent related to a case - informants, buys, drinks, etc. This could include dates, location agent's working, confidential informant payments, investigative expenses, agent's name, approving supervisor's name or signature.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

The original records are maintained at the Public Safety Accounting office for audit purposes.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84412

TITLE: Expenses for undercover operations files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 16976

3

TITLE: Investigation case files

DATES: 1969-

ARRANGEMENT: Alphanumerical by case number.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These records document any efforts the bureau exerts while investigating violations of state laws in three areas: liquor, narcotics, and special investigations. Liquor investigation files document staged purchases of liquor from vendors by agents and covert underage buyers (CUBS), illegal importation of liquor, and DUI violations. Narcotics investigation files document illegal importation of narcotics, intelligence on vehicles used to transport narcotics, and profiles of vehicles considered to be used by drug smugglers. Special investigation files document financial crimes, fraud, warrants, financial exploitation, elderly exploitation, forgery, theft, failure to comply, and driver license investigations. All files may include case reports, evidence sheets, criminal history information, tape transcriptions of buys, interviews of suspects, court actions, printout of information from Bureau of Criminal Identification, and court orders.

RETENTION:

Retain 10 years after investigation is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after investigation is closed

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 16976

TITLE: Investigation case files

(continued)

and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Legal

This record series was previously scheduled under RDR 81-17 with a five year retention. Due to changes in the law the retention needs to be extended.

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84410

3

TITLE: Investigative case number book

DATES: 1969-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

This book is used to document the issuing of investigative case numbers and serves as a back-up to the index cards. This includes the case number, defendant's name, date, location, type of evidence, violation and the agent assigned to that particular case.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84410

TITLE: Investigative case number book

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84407

3

TITLE: Invoice file

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records help to monitor bureau expenses for budget purposes for court costs, attendance at conventions and seminars, and the like. The information contained in this file is considered the warrant backup file. This includes a ledger sheet with vendor name, invoice name, cost of invoice and account balance and also copies of any corresponding invoices.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

The original file is maintained at the Public Safety Accounting Office and is the audit copy.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84407

TITLE: Invoice file

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84416

3

TITLE: Law enforcement intelligence unit files

DATES: 1978-

ARRANGEMENT: Numerical by identification number, thereunder alphabetical by name

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These records support the agency's function to procure and file information relating to the identification and activities of fugitives, wanted or missing, arrested or convicted in any state, and believed to be involved in racketeering, organized crime, or a dangerous offense (Utah Code 53-10-202(1)(2015)). These records document gathered information about criminal or suspect persons, places, and organizations. Information includes physical description, personal and criminal history, and related records from outside law enforcement agencies.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after last re-evaluation and then destroy.

Computer data files: Retain in Office for 5 years after last re-evaluation and then delete.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84416

TITLE: Law enforcement intelligence unit files

(continued)

APPRAISAL:

Administrative Legal

RETENTION JUSTIFICATION:

This retention is based on 28 CFR 23.20 current as of May 18, 2015.

PRIMARY CLASSIFICATION:

Exempt

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305 (10)(a & d)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84411

3

TITLE: Nationwide check of FBI records

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are required by regulations from the Bureau of Criminal Identification, and are recorded and filed for audit purposes. These include the person's name and date of birth, requester's initials and the date check was run.

RETENTION:

Retain until case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case is closed and then destroy.

APPRAISAL:

Administrative

This retention is based on 28 CFR 23.20 current as of May 18, 2015.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84411

TITLE: Nationwide check of FBI records

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 26963

3

TITLE: Payroll Records

DATES: 1987-

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains payroll records used to track the compensation of employees. Once the information has been submitted to Payroll for processing, the documents are retained as verification. These records include bi-weekly time sheets, travel authorization documents, overtime documents, and reimbursement documentation.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on 28 CFR 23.20 current as of May 18, 2015.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 26963

TITLE: Payroll Records

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(a),(f)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84414

3

TITLE: Personnel files

DATES: 1969-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files are the division's copy of the personnel file. The division copy includes detailed information that is not transferred to the department file. These files are necessary to maintain information for evaluation and when necessary disciplinary action is required. This could include evaluation reports, letters of commendation, letter of discipline, educational information, personnel actions, and background information.

RETENTION:

Retain until employee terminates or retires.

DISPOSITION:

Merge with master file in the department's personnel office..

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until employee terminates or retires and then forward to DPS Personnel to be merged with master.

APPRAISAL:

Administrative

This retention is based on 28 CFR 23.20 current as of May 18, 2015.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84414

TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84409

3

TITLE: Requests for Bureau of Criminal Identification records

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are required by the Bureau of Criminal Identification. These checks are recorded and filed for audit purposes. This includes the requesting person, BCI number, individual's name (subject of search), and subject's date of birth.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

This retention is based on 28 CFR 23.20 current as of May 18, 2015.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84409

TITLE: Requests for Bureau of Criminal Identification records

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84381

3

TITLE: Suspect files index

DATES: 1969-

ARRANGEMENT: Alphabetical by last name of suspect

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is the manual index used to locate files maintained on suspects of the Utah Division of Investigation. The card states the case number, date of initiation of the case, suspect's name, date of birth, physical description, vehicle description, substance purchased and amount purchased, and any violations which relate back to the investigative file.

RETENTION:

Retain 10 years after investigation is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after investigation closed and then destroy.

APPRAISAL:

Administrative Legal

This retention is based on 28 CFR 23.20 current as of May 18, 2015.

AGENCY: Department of Public Safety. State Bureau of Investigations

SERIES: 84381

TITLE: Suspect files index

(continued)

PRIMARY CLASSIFICATION:

Protected